

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION, SMALL CLAIMS AND RECONCILIATION BRANCH
BLDG B, 510 4th Street, N.W., Room 120
Washington, D.C. 20001 Telephone (202) 879-1120

Case No. _____

Plaintiff

Defendant

vs.

Address

Address

AFFIDAVIT OF SERVICE BY PRIVATE INDIVIDUAL ACTING AS SPECIAL PROCESS SERVER

I, _____, age 18 or older, residing or working at _____

and not a party and without an interest in this case, state that on _____, 20__, at _____ AM/PM:

1. I served a copy of the statement of claim, verification and notice and any attachments as follows (check one of the following):

☐ On the Defendant _____ personally at _____.

☐ By leaving said copy with _____, a person of suitable age and discretion, who resides with Defendant at _____.

☐ (For a corporation, partnership, or association) I served _____, (check one of the following:)

☐ an officer ☐ a managing or general agent ☐ an agent authorized by appointment or law to receive service of process

2. You must set forth specific facts from which the Court can determine that process was served as indicated above and in compliance with SCR SC 4, including a physical description (approximate age, height, weight) of any person on whom service was made:

Special Process Server

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public / Deputy Clerk

My commission expires

☐ New address for service

NOTE: A separate Affidavit is required for service on each named Defendant